

Job Title: Director of Sales and Food & Beverage

Department: Sales & Food and Beverage

Reports to: General Manager

FLSA Status: Salaried Exempt

Summary: This is a senior staff position responsible for all aspects of the food and beverage division including overseeing culinary operations, catering, retail, sales and vending services. Generate sales and events for the Big Sandy Superstore Arena, Conference Center and Harris Riverfront Park. Generate revenues by securing events for the Conference Center ballrooms and meeting spaces as well as finding new fairs, festivals, events for the Arena, Conference Center and Harris Riverfront Park in coordination with the General Manager.

Essential Duties and Responsibilities include the following:

- Aggressively seek new events for the Big Sandy Superstore Conference Center
- Explore, identify and exploit new revenue generating programming
- Represent SMG in procuring sponsorship/advertising revenue in conjunction with Marketing and Sales Manager
- Management of 2 Full-Time Staff Members and 1 Part-Time Staff Member
- Direct and coordinate the operations related to food and beverage services
- Develop and operate within the budgeted guidelines of the Food and Beverage department
- Take an active role in coordinating with Full-Time managers regarding Part-Time staff
- Evaluate and implement ongoing efficiencies to strengthen customer service, quality and profitability
- Negotiate contract agreements with vendors
- Provide accurate financial reporting to Director of Finance and General Manager in timely manner
- Oversee sanitation standards in Food and Beverage areas
- Ensure departmental compliance with alcoholic beverage laws
- Coordinate catering sales activities with Chef/Catering Manager
- Other duties as assigned

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty beyond satisfaction. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Bachelor's Degree from 4-year college in Business, Communications, Marketing or Equivalent
- Minimum of 1-2 years event management experience
- Detailed knowledge of hotel or convention center food and beverage operating procedures
- Strong understanding and knowledge of sound budgeting and resource management principles
- Ability to maintain positive and professional work attitude and appearance in demanding situations
- Proficiency in personal computing software applications
- Must have Professional presentation, appearance and work ethic
- Ability to prioritize multiple projects and excellent communication and interpersonal skills
- Excellent written and verbal skills, organizational ability and interpersonal skills
- Ability to work flexible hours in addition to normal business hours including nights, weekends and some holidays if necessary to supervise events
- Excellent written and verbal communication skills in the English Language

To Apply: This position offers a competitive salary and benefit package. Resumes must include salary requirements for consideration and must be sent to:

Brian R Sipe, General Manager

Big Sandy Supestore Arena

1 Civic Center Plaza

Huntington, WV 25701